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NASA Printing, Duplicating, and Copying Management Handbook

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NASA PRINTING, DUPLICATING, AND COPYING MANAGEMENT HANDBOOK

PREFACE

Effective Date: December 1993

This Handbook establishes policies, regulations, guidelines, and standards for the reproduction of information via electronic printing, traditional printing, duplicating, and copying. This Handbook implements NMI 1490.1, "NASA Printing, Duplicating, and Copying Management Program" and the provisions of the Government Printing and Binding Regulations, No. 26, dated February 1990.

Although conventional printing is not expected to disappear totally, conventional concepts of printing are rapidly changing. These changes are taking place with the advent of methods that enable NASA Installations to share information among themselves, e.g., using mechanisms such as desktop publishing. These methods enable direct contact with NASA Installations' specialized central printing management organizations when broader publishing distribution services are required.

Officials at all levels should fully utilize the professional information resources documented in this Handbook. Such use enables the Installations to adopt necessary standards, fund and coordinate future improvements, and foster the evolution toward electronic publishing.

This Handbook is applicable to all NASA Installations and NASA contractors. It is issued in loose-leaf form and will be revised by page changes.



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CHAPTER 1: INTRODUCTION

100 PURPOSE

This Handbook provides information and procedures for the implementation of NASA policy and applicable laws and regulations relating to printing, duplicating, and copying. The topics addressed include a description of relevant laws and regulations, authorizations required, and responsible entities for NASA printing, duplicating, and copying. The policy of NASA is to ensure understanding and application of authority and responsibility on printing matters. Where necessary, the Handbook clarifies the intent of basic laws and regulations applicable to NASA.

101 REGULATIONS AND QUALITY ASSURANCE STANDARDS

- a. This Handbook contains Agency regulations for controlling printing, duplicating, and copying of any material produced by or for NASA. Any changes to these regulations will be authorized or directed by the NASA Printing Management Officer (NPMO).
- b. Agency standards will conform with the quality attributes prescribed by the Government Printing Office (GPO) in its *Quality Assurance Through Attributes Program* for various levels of NASA printing, duplicating, and binding to achieve effectiveness and economy with proper regard given to quality, workmanship, and the purpose for which the work is needed.

102 APPLICABILITY AND SCOPE

This Handbook applies to NASA Headquarters and all NASA Installations. Certain requirements of this Handbook may also apply to NASA contractors and grantees to the extent provided for under the terms of their contracts, grants, or cooperative agreements. Compliance with the provisions of this Handbook will be considered as compliance with the *Government Printing and Binding Regulations* published by the Congressional Joint Committee on Printing (JCP).

103 AUTHORITY

National Aeronautics and Space Act of 1958, sec. 203(a) as amended (42 U.S.C. 2473).

104 REFERENCES

- a. *Federal Acquisition Regulation (FAR) subpart 8.8, Acquisition of Printing and Related Supplies.*
- b. *Federal Manager's Financial Integrity Act (FMFIA), Public Law 97-255.*
- c. *Federal Property Management Regulations (FPMR), 41 CFR Part 101-25.504.*
- d. *Federal Information Resources Management Regulation (FIRMR) subpart 201-9.103, Agency Program Stationery Standards.*
- e. *Government Paper Specification Standards, No. 9, Joint Committee on Printing, Congress of the United States, December 1981.*
- f. *Government Printing and Binding Regulations, No. 26, Joint Committee on Printing, Congress of the United States, February 1990.*
- g. *NASA Correspondence Standards, NHB 1450.10.*
- h. *NASA Graphics Standards Manual, January 1976.*
- i. *NASA Insignia Standards Supplement, November 1993, NP212.*
- j. *NASA FAR Supplement (NFS) clause 18-52.208-81, Printing and Duplicating.*
- k. *NASA FAR Supplement (NFS) subpart 18-8.8, Acquisition of Printing and Related Supplies.*
- l. *NASA Internal Management Control System, NMI 1200.7.*
- m. *NASA Security Handbook, NHB 1620.3.*
- n. *NASA Printing, Duplicating, and Copying Management Program, NMI 1490.1.*
- o. *NASA Seal, NASA Insignia, NASA Logotype, NASA Program Identifiers, NASA Flags, and the Agency's Unified Visual Communications System, NMI 1020.1.*
- p. *Office of Management and Budget (OMB) Circular A-123, subject: Internal Control Systems.*
- q. *Public Law 102-392, Section 207.*

- r. *Quality Assurance Through Attributes Program*, United States Government Printing Office, Publication 310.1, May 1975.
- s. *GPO Style Manual*, United States Government Printing Office, Washington, DC, Revised Edition, 1973.
- t. Title 44 United States Code (U.S.C.) 103, 312, 501, and 502.
- u. *NASA Scientific and Technical Information Program*. NMI 2220.5.
- v. *NASA Scientific and Technical Information Handbook - Documentation, Approval, and Dissemination*, NHB 2200.2.

105 DEFINITION OF TERMS

- a. Binding. Equipment and operations necessary to complete production, such as collating, gathering, folding, cutting, trimming, perforating, padding, stitching, serving, punching, and drilling.
- b. Bulletin Board System. An electronic means of providing messaging services, archives of files, etc., many currently operated by Government, educational, and research organizations.
- c. Composition. The setting of type by strike-on, phototypesetting, or electronic character-generating devices to produce publications using the equipment identified in the *Government Printing and Binding Regulations*.
- d. Copying. A form of reproduction specifically associated with office equipment used to produce facsimiles of page-size documents.
- e. Desktop Publishing. An electronic means of authoring information; intended for the creation of publications for distribution.
- f. Distribution. Delivery of publications in any manner to local or widely dispersed users.
- g. Duplicating. All work produced on offset (maximum of 11 by 17 inches with maximum image of 10-3/4 by 14-1/4 inches), mimeograph, high-speed electrostatic (50 copies per minute or higher), or similar processes. Also, work not exceeding 5,000 production units of any one page or 25,000 production units in the aggregate of

multiple pages of a single document. (The use of a negative or metal plate is not authorized in duplicating.)

- h. Duplicating and Copying. Processes used to produce no more than 5,000 production units of any one page or 25,000 production units in aggregate of multiple pages of a single document. Duplicating and copying includes mastermaking and bindery operations.
- i. Duplicating or Copying Facility. Any location that is not an authorized printing plant with at least one employee operating the duplicating or copying equipment on a full-time basis.
- j. Electronic Copying. Low-speed (20 copies per minute or less) imaging without a plate performed with non-impact methods such as laser, ion deposition, and light-emitting diode.
- k. Electronic Duplicating. Medium-speed (21 - 50 copies per minute) imaging without a plate performed with non-impact methods such as laser, ion deposition, and light-emitting diode.
- l. Electronic Printing. Electronic composition and production of information intended for distribution by means of high-speed (51 or more copies per minute) imaging without a plate performed using non-impact methods on paper, film, magnetic, or optical media.
- m. Electronic Publication. Coded (formatted) digital information that is intended for distribution and is printable on demand.
- n. Government Funds (Expense). Accountable public funds, appropriated, non-appropriated, or a combination of both that are subject to audit or must be accounted for to an agency of the Government and are used in payment of any expense incurred by Government officials, agents, or employees while acting within the scope of their official duties.
- o. Government Publication. "Government publication," as used in this Handbook, means informational matter which is published as an individual document for Government use at Government expense, or as required by law.
- p. Information. Knowledge or data in textual or graphic form intended for publication; relates to communication or reception of intelligence, news, and facts.

- q. Laser Printer. An output device connected to a computer system that uses a special light energy to form an image similar to xerography to produce a hard copy from data generated by a computer.
- r. Laser Printing. A reproduction process that uses a laser (light amplification by stimulated emission of radiation) printer.
- s. Lead Time. The time needed to put the job together before it goes to the printer.
- t. LED Printer. A "Light Emitting Diode" printer is similar to a laser printer. The main difference is that a laser printer uses a single laser light to produce the image, while a LED printer uses thousands of tiny lights to produce the same image which results in a better, clearer, and crisper image.
- u. Microfilm. A fine-grain, high-resolution photographic film containing an image greatly reduced in size from the original. Also a term used to describe the process of recording microimages on film.
- v. Microform. A generic term for any form, whether film or other medium, containing miniaturized or other compressed optical images which cannot be read without special display devices.
- w. Microimage. A unit of information, such as a page of text or drawing, that is too small to be read without magnification.
- x. Micropublishing. Production and general distribution of publications (not including administrative records, accounting reports, or similar items) in microimage format. Such publication is performed using the equipment and operations necessary to create original microforms and make duplicate microforms of publications intended for distribution.
- y. NASA Printing Plant. Any facility authorized by the JCP that produces printing and is owned or operated wholly or in part by NASA or at NASA expense, including all facilities on property owned or controlled by NASA.
- z. Over-Threshold Jobs. Those jobs that exceed either 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages of a single document on duplicating or copying equipment.

- aa. Periodical. Recurring printed information financed fully or in part by Government funds and issued at least twice per year.
- bb. Platemaking. The photographic or other production of negatives, positives, and other materials required to transfer graphic information or data to presswork printing plates.
- cc. Presswork. The mass production of copies through use of equipment listed under column I in the equipment charts in the *Government Printing and Binding Regulations*.
- dd. Printing. The processes of composing, producing negatives and metal plates, platemaking, presswork, binding, and the end items produced in any manner by such processes and equipment.
- ee. Production. The work required to produce a publication, including all preliminary work required for manufacturing, as well as printing and binding or finishing.
- ff. Production Units. The total number of units in any one job. Total printing, duplicating, and copying impressions.
- gg. Publication Planning. The predetermination of the necessity, purpose, form, method of production, method of procurement, and distribution of a publication.
- hh. Publication Preparation. The development of a manuscript or other text and illustrative material in final form for production, exclusive of composition.
- ii. Publish. To make available to or to distribute to the public.
- jj. Publishing. The process of formatting (i.e., establishing document and page size, integrating graphics, illustrations, photographs, captioning, page numbering, and indexing) and applying standard editorial practices.
- kk. Quality Attribute. A property of a printed product that affects its quality. Examples of quality attributes include trim size, image position, type quality, and paper.
- ll. Reproduction. All work produced on diazo (ozalid, blue print, brown print, white print); photostat; quick

copy; or similar kinds of electrostatic high-speed photocopying.

- mm. Reprographics. Refers to duplicating and copying; includes electrostatic plate making and bindery operations.
- nn. Unit. Printing on one side of a paper.
- oo. Xerography. A process for copying graphic matter by the action of light on an electrically charged photoconductive insulating surface in which the latent image is developed with a resinous powder.

106 LIST OF ACRONYMS

See Appendix A.



CHAPTER 2: MANAGEMENT OF NASA PRINTING

200 NASA PRINTING MANAGEMENT PROGRAM

- a. Officials-in-Charge of NASA Headquarters Offices and Directors of Field Installations with printing, duplicating, or copying capability and having a requirement for procurement of commercial printing through the Government Printing Office (GPO) on a continuing basis will establish a printing management program to effect maximum efficiency and economy in the planning, preparation, production, and procurement of printed, duplicated, and copied material.
- b. The printing management program includes responsibility for development, issuance, and administration of regulations, directives, guidelines, standards, and procedures controlling the development, production, procurement, and distribution of materials through the use of defined printing and binding methods. In addition, the central printing management will maintain responsibility and control of duplicating equipment and automatic copy-processing or copier-duplicating machines.

201 NASA PRINTING, DUPLICATING, AND COPYING INTERNAL MANAGEMENT CONTROL SYSTEM

- a. NMI 1200.7, *"NASA's Internal Management Control System,"* requires that printing, duplicating, and copying management be included in the Inventory of NASA Internal Management Control System's Assessable Units. Internal management control systems are established in each Federal agency to provide reasonable assurance that:
 - (1) Obligations and costs comply with applicable laws.
 - (2) Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, mismanagement, and misappropriation.
 - (3) Revenues and expenditures applicable to Agency operations are properly recorded and accounted for, permitting the preparation of accounts and reliable financial and statistical reports and maintaining accountability over the assets.

- (4) Programs are efficiently, effectively, and economically carried out in accordance with applicable law and management policy.

- b. See paragraph 501 and Appendices B and C of this Handbook for information regarding the review and reporting requirements of the NASA Printing, Duplicating, and Copying Management Control Program

202 PRINTING AND DUPLICATING REQUIREMENTS OF NASA CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

Printing, duplicating, and other reproduction of "documentation" (e.g., reports and statistical data) required by NASA contracts and grants are subject to the provisions of this Handbook. To comply with the provisions of this Handbook and to achieve the lowest feasible cost to NASA, NASA employees shall follow the standards detailed in this Handbook before requiring printing, duplicating, and other reproduction of "documentation" (e.g., reports and statistical data) under NASA contracts, grants, and cooperative agreements, unless a deviation is requested from the NPMO through the Installation Printing Management Officer (IPMO) and concurred by the appropriate contracting office in writing. Generally, duplicating in excess of 5,000 copies or 25,000 units per document, or any printing requires a waiver or authorization of the NPMO as detailed in paragraph 305 of this Handbook.

203 COPIER MANAGEMENT

The IPMO together with the Installation Copying Management Officer (ICMO) will review copying equipment and make recommendations to ensure optimum economy of operation in meeting the needs of the Installation. The IPMO will make on-site assistance visits and conduct in-depth analyses when appropriate for copying equipment that produce 90 or more copies per minute. IPMO authorization is required on all black-and-white copiers that produce more than 90 copies per minute and all color copiers before procurement or lease. High-speed copiers or duplicators that produce more than 90 copies per minute are generally considered as equipment for use in copy centers, duplicating facilities, or printing plants and are not considered for office use.

204 PRINTING AND MICROFORM PRODUCTION EQUIPMENT CONTROL

As defined and classified in the *Government Printing and Binding Regulations* and in this Handbook, printing, composition, binding, and electronic character-generating devices that are used to produce camera copy, negatives, and a plate image for use in the production of printing or microform are subject to the report control procedures established by the JCP.

205 DUPLICATING AND COPYING EQUIPMENT CONTROL

- a. While duplicating and copying equipment is excluded from the control procedures detailed in paragraph 204, it is subject to approval by the Installation Director and the IPMO.
- b. Copier and duplicator equipment, such as Xerox Models 1090, 9200, 9500, and 5090, and the Xerox DocuTech; Kodak Models 250, 300, 1575, and 2120; all similar equipment that produce more than 90 copies per minute; and all color copiers must have authorization from the Installation Director and the IPMO before procurement or lease.

206 PURCHASE, RENTAL, EXCHANGE, OR TRANSFER OF EQUIPMENT

- a. Printing Equipment. Prior authority to purchase, rent/lease, exchange, or transfer all printing, binding, and related or auxiliary equipment will be obtained from the NPMO.
- b. Duplicating/Copying Equipment. Prior authority to purchase, rent/lease, transfer, or exchange duplicating or copying equipment will be obtained using the authorization request form (NASA Form 868), prepared and processed with a complete justification including intended use, production units planned or anticipated, and savings to be realized in operating costs to the IPMO and the NPMO. All available data regarding the cost of the equipment and the availability of local Installation funds for procurement will be provided. The most economical method of acquisition of equipment, either lease or purchase, will be determined by cost analysis. Cost analysis factors will include equipment (purchase/rental), maintenance, supplies, and personnel.
- c. Laser Printers. Prior authority to purchase, rent/lease, exchange or transfer all laser printers and related or auxiliary equipment that produce more than 50 copies per minute will be obtained from the IPMO.

This includes ADP peripheral and laser printers. The ADP Equipment Division office at each Installation prior to acquisition will obtain concurrence on ADP acquisition plans containing laser and peripheral. The IPMO will review laser printer procurement requests and make recommendations ensuring optimum economy of operation for the needs of the Installation. The IPMO will make on-site assistance visits and conduct in-depth analyses, when appropriate, for laser printers that produce more than 50 copies per minute. Laser publishing systems that feed PostScript output to high-speed laser printers (those that are capable of producing more than 50 copies per minute) are controlled equipment and are subject to prior approval of the Installation Director and the IPMO and the JCP. All laser printers meeting these criteria must have written authorization from the Installation Director, IPMO, and the JCP before purchasing, leasing, or renting the equipment.

- d. Disposal of Excess Equipment. Prior authorization from the NPMO is needed for disposal of excess printing, duplicating, or copying equipment. The Excess Equipment Disposal Report, JCP Form No. 7, will be used by all NASA Installations to report excess printing, duplicating, or copying equipment. This form shows the following information: (1) description, make, model, age, size, and serial number of equipment; (2) rated condition (N-New, E-Excellent, G-Good, F-Fair, P-Poor, and U-Unsatisfactory); (3) a JCP authorization number (not applicable for duplicating and copying equipment that is not a component of a printing plant); (4) original cost, if known; and (5) current estimated value.
- e. Unserviceable Equipment. Unserviceable printing plant or duplicating facility equipment will be reported to the NPMO in a letter that contains the data itemized in the previous paragraph. The letter will also state whether replacement is required and the availability of Installation funds for such procurement.

CHAPTER 3: NASA PRINTING AUTHORIZATION AND RESPONSIBLE ENTITIES

300 FEDERAL STATUTE LAWS

The Federal Statutes applicable to printing and binding are found in Title 44 of the U.S. Code (U.S.C.) and Public Law 102-392, Section 207. Title 44, among other things, sets forth the authority and responsibilities of the Joint Committee on Printing and the Public Printer, both of which are described below. Public Law 102-392, Section 107 (October 6, 1992), addresses the use of appropriated funds for the procurement of printing, and because of its importance it is reproduced below:

(a) *(1) None of the funds appropriated for any fiscal year may be obligated or expended by any entity of the executive branch for the procurement of any printing related to the production of Government publications (including printed forms) unless such procurement is by or through the Government Printing Office.*

(2) Paragraph (1) does not apply to (A) individual printing orders costing not more than \$1,000, if the work is not of a continuing or repetitive nature, and, as certified by the Public Printer, cannot be provided more economically through the Government Printing Office, (B) printing for the Central Intelligence Agency, the Defense Intelligence Agency, or the National Security Agency, or (C) printing from other sources that is specifically authorized by law.

(3) As used in this subsection, the term "printing" means the process of composition, platemaking, and presswork, silkscreen processes, binding, microform, and the end items of such processes.

- (b) Section 206 of the Legislative Branch Appropriations Act 1991 (44 U.S.C. 501 note) is repealed.

301 JOINT COMMITTEE ON PRINTING (JCP)

The JCP consists of members of the House of Representatives and the Senate, and has been empowered in 44 U.S.C. 103 to use any measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications. Based on the authority of 44 U.S.C. 103, 501, and 502, the JCP has issued regulations which are contained in a publication entitled "Government Printing and Binding Regulations."

302 PUBLIC PRINTER AND GOVERNMENT PRINTING OFFICE (GPO)

- a. The Public Printer directs the operation of the United States Government Printing Office and is required under 44 U.S.C. 1105 to determine the form and style of all printing requisitioned from the GPO. To meet the requirements of this law, the GPO Style Manual is issued by the Public Printer with the approval of the JCP.
- b. Sections 501 and 502 of Title 44 of the U.S.C. on printing and binding provide that all printing, binding, and blank-book work shall be performed at the GPO except for the following:
 - (1) Work that the JCP considers to be urgent or necessary to be performed elsewhere.
 - (2) Printing at NASA Installation plant operated under authorization of the JCP.
 - (3) Printing purchased through a GPO term contract as a commercial printing under regulations issued by the JCP.
 - (4) Printing that the Public Printer is authorized by law to perform but is not able or equipped to perform at the GPO and which can be produced elsewhere under contracts made by the Public Printer with the approval of the JCP.

303 GPO REGIONS AND PROCUREMENT OFFICES

In accordance with JCP authorization, the Public Printer established GPO regions and GPO regional printing procurement offices. These offices procure printing services to meet Government printing requirements that originate in, and are distributed from, their regions.

304 NASA ADMINISTRATOR'S OFFICE

- a. The NASA Administrator has delegated to the Associate Administrator for Management Systems and Facilities overall responsibility for all printing activities within NASA.
- b. In addition to complying with all Federal statute laws and regulations, instructions, and standards in printing matters issued by higher Government authorities, the NASA Administrator ensures the implementation of NASA's Printing, Duplicating, and Copying Program through:
 - (1) An established NASA central printing management organization with the responsibility for conducting a coordinated program controlling the development, production, procurement, or distribution of materials through the utilization of multiple-copy microforms methods. The central printing management organization will also maintain responsibility and control of duplicating equipment and automatic copy-processing or copier-duplicating machines including color copiers.
 - (2) An established central printing management organization at NASA Headquarters and at each NASA Installation that holds responsibility for the following tasks:
 - (a) Apply laws, regulations, policies, and standards issued by the JCP.
 - (b) Ensure that the technical and editorial content of the publications required are for fulfillment of their assigned missions.
 - (c) Ensure that the originating/requisitioning officer who determines the mailing list and the originating instructions for distribution is also responsible for sending two copies of the publication to the NASA Center for Aerospace Information (CASI). (See Chapter 6.)

(d) Provide management of publications originated by NASA Installation activities by acting or delegating publications management authority to such activities under their cognizance as appropriate.

(3) Assurance that all contacts with and liaison made by NASA officials with the JCP are conducted through the NPMO and the IPMO at each NASA Installation.

305 OFFICE OF PROCUREMENT

The Associate Administrator for Procurement and the NASA Installation Procurement Officers are responsible for the following:

- a. Ensure that NASA Headquarters and NASA Installation Acquisition Offices comply with the Federal Acquisition Regulations (FAR) and the NASA FAR Supplement (NFS) regulations that address the acquisition of printing and related supplies, as specified in FAR subpart 8.8 and NFS subpart 18-8.8.
- b. Ensure that NASA Headquarters and NASA Installation Acquisition Offices include NFS clause 18-52.208-81, "Printing and Duplicating," in solicitations and contracts where there is any requirement for significant printing and/or reproduction.
- c. Ensure that NASA grant officers comply with printing restrictions as stated in the grant and cooperative agreement regulations.

306 OFFICE OF MANAGEMENT SYSTEMS AND FACILITIES

- a. The Associate Administrator for Management Systems and Facilities has overall responsibility for the NASA Printing, Duplicating, and Copying Program. This responsibility is carried out through the Director, Information Resources Management Division, who designates the NASA Printing Management Officer (NPMO).
- b. The NPMO is responsible for the following tasks:
 - (1) Develop Agency regulations, policies, and standards for printing, duplicating, and copying.
 - (2) Receive, consult with the NASA legal counsel as required for advice, and implement as appropriate

current Government printing and binding regulations and the *Federal Property Management Regulations (FPMR)*, 41 CFR Part 101-25.504.

- (3) Serve as the NASA liaison officer with the JCP, GPO, General Services Administration (GSA), and all other agencies and offices of the Federal Government as well as the private sector on matters pertaining to printing, duplicating, and copying.
- (4) Review reports required by this Handbook and submitting JCP reports as described in the *Government Printing and Binding Regulations* as appropriate.
- (5) Review and approve all requests for exceptions to this Handbook and notifying the JCP.
- (6) Inspect and evaluate all NASA printing, duplicating/copying operations periodically to ensure compliance with applicable Government and Agency regulations and to assess operating effectiveness.

307 NASA INSTALLATIONS

- a. Each NASA Installation (including NASA Headquarters) is authorized to produce printed, duplicated, and copied materials as defined in the *Government Printing and Binding Regulations*, provided the Installation has a printing plant authorized by the JCP or a duplicating facility that has been authorized by the NPMO. Each NASA Installation can procure Installation printing from the NASA Headquarters Duplicating and Copying Facility or from the GPO in Washington, DC, through the NASA Headquarters IPMO or through the GPO Regional Printing Procurement Office.
- b. NASA Officials-In-Charge of Headquarters Offices and Directors of NASA Installations are responsible for compliance with the laws, rules, policies, regulations, and instructions of this Handbook within their area of responsibility.
- c. Ultimately, the responsibility for ensuring the legality and necessity for issuance of publications and printed matter and for the propriety and contents of such materials in NASA rests with the NASA Officials-In-Charge of NASA Headquarters Offices and Directors of NASA Installations. They are responsible for the materials produced or promulgated within their

respective organization. Agency legal counsel should be consulted for legal advice as appropriate.

- d. The responsibility for administering the printing management program at NASA Headquarters and at each NASA Installation will be assigned to a person designated as the IPMO. The IPMO will perform the following tasks:
- (1) Maintain technical direction over the preparation, production, or procurement of printed, duplicated, and copied materials.
 - (2) Maintain technical direction over printing, duplicating, and copying equipment within the area of his/her jurisdiction.
 - (3) Establish and maintain a scheduled preventive maintenance program for all printing, duplicating, and copying equipment within his/her jurisdiction.
 - (4) Maintain an inventory of all printing, duplicating, and copying equipment authorized as part of a printing, duplicating, copying facility, and be responsible for timely submission of equipment and production reports required by this Handbook and the *Government Printing and Binding Regulations*.
 - (5) Review and provide technical advice to the NPMO regarding all requests for procurement, rental, transfer, storage, disposal, and use of printing, duplicating, and copying equipment.
 - (6) Ensure that all requests for printing, duplicating, and copying are necessary and are processed in compliance with applicable laws and regulations. Agency legal counsel should be consulted as appropriate.
 - (7) Maintain an internal management control program for printing, duplicating, and copying as required by NMI 1200.7, "*NASA's Internal Management Control System*."
 - (8) Advise the originator or requesting officer, who determines the mailing list, that two copies of the publication must be sent to CASI. (See Chapter 6.)
- e. Each NASA Installation Director is responsible for implementing the Installation Printing, Duplicating,

and Copying Management Program through the IPMO and the Installation Copying Management Officer (ICMO), or if these two positions are held by the same person, the Installation Information Reproduction Management Officer (IIRMO).

- f. Based on the position noted in parenthesis at the end of each item, the IPMO/ICMO or IIRMO will be accountable for the following tasks:
- (1) Review all requests for printing, duplicating, and binding before production or procurement to ensure compliance with this Handbook and current Government Printing and Binding Regulations where applicable. (IPMO)
 - (2) Determine the most economical and efficient methods or processes and sources (in-house, other government agencies, or GPO commercial) that will meet the essential requirements of the originating or requisitioning office. (IPMO)
 - (3) Manage, monitor, produce, or procure all printing, duplicating, and binding for NASA Installation use. (IPMO)
 - (4) Serve as the NASA Installation liaison officer to the NPMO on matters relating to the procurement of printing, duplicating, and binding from or through the GPO in Washington, DC. Authorize NASA Installation printing procurement (contracts or purchase) and deal directly with the GPO in ordering marginally punched continuous paper on GPO Form 1026. (IPMO)
 - (5) Prepare and submit to the NPMO JCP forms when appropriate and as described in the Government Printing and Binding Regulations. The JCP Forms 1, 2, 5, 6, and 7 for printing plants and duplicating facilities will be submitted annually within 45 days of the end of each fiscal year (see Appendix C). (IPMO)
 - (a) JCP Form No. 1, Printing Plant Report.
 - (b) JCP Form No. 2, Commercial Printing Report.
 - (c) JCP Form No. 5, Annual Plant Inventory.
 - (d) JCP Form No. 6, Annual Inventory of Stored Equipment.
 - (e) JCP Form No. 7, Excess Equipment Disposal Report.

- (6) Serve as the NASA Installation liaison officer to the NPMO regarding policies, regulations and JCP liaison activities on printing, duplicating, copying, and related matters other than procurement from or through the GPO, Washington, DC. (IPMO)
- (7) Review for submission to the NPMO all requests for acquisition or disposal of printing, binding, and related equipment listed in Column I of the equipment tables in the *Government Printing and Binding Regulations*. NASA Form 868, Request for Printing and Related Equipment, will be used for this purpose in conjunction with JCP Form 7 when appropriate (See Appendix D). (IPMO)
- (8) Supervise the use of NASA Installation printing, duplicating, copying, and binding, equipment to ensure maximum effectiveness and to maintain an effective, efficient, and economical program. (IPMO/ICMO)
- (9) Match equipment requests with copying requirements of potential users to ensure appropriate and economical utilization. (IPMO/ICMO)
- (10) Determine availability of common centralized services, such as the GSA printing plants and copy centers, before purchasing or renting copying equipment. (IPMO/ICMO)
- (11) Maintain records to determine the appropriate use and most cost-effective and economical placement of copying equipment. Records will include the following information: (IPMO/ICMO)
 - (a) Equipment characteristics such as brand, model number or name, serial number, and installation date.
 - (b) Type of procurement such as lease, purchase, lease-with-option-to-purchase, or cost-per-copy contract.
 - (c) Essential provisions of the lease plan or, if owned, the purchase price and essential elements of the maintenance plan, if any.
 - (d) Number of copies produced each month.
 - (e) Equipment characteristics, such as production speed, significant accessories or special

features, and special electrical requirements.

- (f) A record of repairs and maintenance.
 - (g) Information on operating environments, such as machine location, organization served, and whether access to the machine is in an area restricted to a full-time operator or otherwise limited.
- (12) Review copying equipment requests to ensure economical procurement and placement of equipment. Reviews will include the following: (IPMO/ICMO)
- (a) Study of current copying needs of the requesting office.
 - (b) Considerations of projected copying needs of the requesting office.
 - (c) Analysis of the present use of equipment by the requesting office.
 - (d) Considerations of whether the requesting office should share existing equipment, acquire its own, upgrade existing equipment, or use some combination of these alternatives.
 - (e) Determinations of whether alternate reproduction methods are practical.
 - (f) Analysis of any feasible equipment alternative, including a determination of whether purchase or lease would be more economical from a cost-benefit perspective.
 - (g) Determination of the best location for the equipment.
- (13) Coordinate with the purchasing office to ensure that cost-effective, and economical methods are used to procure printing and reproduction supplies. (IPMO)
- (14) Review periodically copy management efforts and records to determine whether improvements are necessary and whether upgrading of equipment is necessary. (ICMO)

308 THE NASA PRINTING REQUESTOR

The printing requestor has the primary responsibility for justifying the need to issue publications.

309 NASA CONTRACTORS AND GRANTEES

A concurrent responsibility for ensuring compliance with NASA printing policies, regulations, and standards rests with the Offices and Installations of NASA, including contractors and grantees to the extent required by their contracts, grants, or cooperative agreements.

CHAPTER 4: NASA PRINTING POLICY, STANDARDS, AND PROCEDURES

400 BACKGROUND

This Handbook sets forth the electronic printing, traditional printing, duplicating, and copying requirements for NASA and NASA contractors, and it provides guidance in managing reproduction equipment and practices. In accordance with the applicable laws and regulations, NASA Installations should make maximum cost-effective and economical use of commercial sources through the GPO and minimum use of in-house Government printing and duplicating facilities in meeting Government printing requirements. NASA Installations should also make maximum use of other common centralized services, such as the GSA printing plants and copy centers before considering the purchase or rental of copying equipment. The GPO has one or more Regional Printing Procurement Office (RPPO) in each of the several Federal Printing Regions that are listed in the *Government Printing and Binding Regulations*. The mission of each RPPO is to satisfy Government printing needs that are determined to be commercially procurable and that originate or are for distribution within its region.

401 OVERVIEW OF NASA PRINTING POLICY

- a. NASA's policy is to maintain efficient, cost-effective, and economical printing, duplicating, and copying services in support of NASA projects, programs, and overall management. To implement this policy, responsible NASA officials will manage their printing plant, duplicating facilities, and copying operations in accordance with this Handbook. NASA publications financed in whole or in part by Government funds and reproduced or procured on behalf of NASA will meet the following criteria:
 - (1) They will be authorized by law.
 - (2) They are essential and necessary in conducting official Government business.
 - (3) They are properly planned, produced, and procured.
 - (4) They are distributed in strict accordance with regulations.
- b. Program sensitive or critical printing, duplicating and copying work is defined as follows:

- (1) Work that must be usually produced within 1 to 72 hours. This does not include lead time.
 - (2) Routine printing, duplicating/copying work that must be produced within 3 to 5 work days excluding lead time. This work may be produced in NASA facilities when, in the judgement of the IPMO, such practice is necessary to meet program demand requirements.
 - (3) Special access, need to know, or classified work.
- c. The NPMO is responsible for assuring the economical and effective provision of the NASA publications and printing requirements.

402 REQUESTS FOR CLARIFICATION OF, OR EXCEPTION TO, NASA PRINTING POLICY

- a. Unless specifically directed otherwise, correspondence from NASA Installations concerning printing, duplicating, and copying will be addressed to the NPMO through the IPMO. Similarly, requests for clarification of appropriate action regarding this Handbook or subsequent directives from any other source in these matters will be addressed to the NPMO through the appropriate IPMO.
- b. If any provision of this Handbook is considered to be prohibitively restrictive in achieving the specific essential objectives of a particular publication to be printed, the IPMO will request an exception by submitting full details and justification to the NPMO.

403 ESTABLISHMENT OR SELECTION OF PRINTING FACILITIES

- a. The establishment of duplicating facilities and copy centers in NASA will be held to a minimum; commercial sources through the GPO will be used.
- b. All commercially procurable printing will be obtained through a GPO regional office in accordance with the Government printing and binding regulations. When necessary, NASA officials will seek approval for deviations from the Installation Director and the IPMO. Authorization for in-house production will be determined by the IPMO based on the sensitive or critical demands of the Installation or Program Office.

404 NASA PRINTING AND REPRODUCTION REQUISITIONS

Requests for printing, duplicating, and binding will be in requisition form and approved by the appropriate management level as established by NASA Installation's Management Instruction.

405 PRINTING EQUIPMENT STATEMENT OF PURPOSE AND IMPLEMENTATION PLANS

NASA organizational elements requesting printing, binding, and related auxiliary equipment with new or improved processes or requesting new principles of operation will provide all available information pertaining to the new processes or principles to the IPMO for referral to the NPMO.

406 NEW DEVELOPMENTS

The commercial market continuously develops new or improved printing, phototypesetting, reprographic, or electronic character-generating devices and processes. Before procuring any such equipment, the IPMO will provide all available pertinent information to the NPMO, who will provide the following review and response.

- a. Determine the classification of the equipment according to its use, i.e., printing, binding, and related or auxiliary equipment.
- b. Furnish the Installation concerned with technical advice and assistance when like equipment or processes have similar capabilities so that the more economical or efficient item will be considered.

407 HOUSE PUBLICATIONS

House publications are internal information sources not suitable media for news releases. Reproduction and distribution will be accomplished through the IPMO in accordance with the requirements of this Handbook and office of primary responsibility for publication of the house publication. No Installation will have more than one house publication, as authorized by the Installation Director.

408 COLOR PRINTING

- a. Printing in two or more colors is prohibited for work in which additional colors provide no demonstrable value. In all instances in which two or more colors are desired, it is the responsibility of the IPMO to make final determination as to whether or not

additional colors provide a demonstrable value as required by public law. Consultation with the IPMO on proposed layouts and visuals for all requirements for multicolor printing prior to completion of art work will avoid wasted expenditures for art work in the event the request for printing in two or more colors is disapproved. For the purposes of these regulations, demonstrably valuable multicolor printing includes the following categories:

- (1) Maps and technical diagrams for which additional color is necessary for clarity.
 - (2) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.).
 - (3) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.
 - (4) Areas in which identifiable savings in cost can be soundly predicated on multicolor use.
 - (5) Printing for programs required by law whose relative success or failure is in direct ratio to the degree of public response and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.
 - (6) Color for promotional or motivational purposes such as programs concerning public health, safety, and consumer benefits or for the purpose of encouraging use of government facilities such as programs for social security, medicare, and certain areas of need for veterans.
- b. Multicolor printing that does not meet the demonstrably valuable contribution requirement of these regulations includes, but is not exclusively limited to the following categories:
- (1) Printed items for which additional color is used primarily for decorative effect.
 - (2) Printed items for which additional color is used primarily in lieu of effective layout and design.
 - (3) Printed items for which additional color is used excessively, i.e., four colors when two or three will fulfill the need, three colors when two are

adequate, or two colors when one with or without reverse treatment is adequate.

- (4) Printed items for which the inclusion of multicolor does not reflect careful, competent advanced planning that recognizes the contribution the use of color is expected to make to the ultimate end-purpose.

409 UNLAWFUL REPRODUCTION

- a. Reprinting, duplicating, copying, or any other reproduction of the following material is unlawful and is prohibited unless authorized by the specific regulations set forth later in this paragraph.
 - (1) Obligations or securities of the United States Government, including bonds, certificates of indebtedness, national bank currency, coupons, United States notes, Treasury notes, gold certificates, silver certificates, fractional notes, coins, certificates of deposit, and bills, checks, or drafts for money drawn by or upon authorized officers of the United States.
 - (2) Obligations of any foreign government, bank, or corporation.
 - (3) United States and foreign postage and revenue stamps.
 - (4) Passports, official badges, identification cards, and other insignia of the design prescribed by the head of any department or agency of the United States Government. Printing or other reproduction of the NASA Seal or NASA Insignia is permissible only in accordance with provisions of NMI 1020.1.
 - (5) Adjusted compensation certifications for veterans of World Wars.
 - (6) Automobile licenses, driver licenses, and automobile titles (not applicable to all states).
 - (7) Certificates of citizenship or naturalization.
 - (8) Certification of war necessity.
 - (9) Immigration papers.
 - (10) Licenses issued to marine officers.

- (11) Selective Service Registration Certification and Draft Registration Cards.
- (12) Tokens, disks, or devices in the likeness or similitude as to the design, color, or inscription of the coins of the United States or of any foreign country.

b. Exceptions. Reproduction of paper money, checks, bonds, and other obligations and securities of the United States and foreign government are permissible under specific guidelines for numismatic, educational, historical, and newsworthy purposes. Appropriate counsel at the NASA Installations or at NASA Headquarters will be consulted for approval before any such reproduction is produced. United States postage and revenue stamps can be reproduced under the same conditions. Reproductions and photographs of coins of the United States and foreign countries are permissible.

410 NONPUBLIC BUSINESS

- a. Printing, duplicating, or copying materials at Government expense that does not pertain to the public business or is for personal use is prohibited.
- b. Private or Commercial Work. No work of a private or commercial nature can be produced by NASA printing plants, duplicating, or copying facilities or at Government expense, even if the Government is to be reimbursed.
- c. Legality and Necessity. Only those publications necessary to conduct official Government business shall be produced or procured.
- d. Publications Financed From Nonappropriated Funds. The use of nonappropriated funds in the procurement of publications by or for an instrument of the United States that performs Government functions will not, by reason of such use, constitute an automatic waiver from public law and provisions of these regulations governing the procurement of publications. NASA Installation Printing Management Officers may produce or procure publications financed from nonappropriated funds for morale, recreational, welfare, and similar activities having official Agency recognition.

411 COPYRIGHT AND REPRODUCTION OF COPYRIGHTED MATERIAL

- a. Subject Matter and Duration of Copyright. Under the United States Copyright Law, original works of authorship (published or unpublished) are automatically copyrighted when fixed in any tangible medium of expression. Copyright normally endures for the life of the author plus 50 years or 75 years from the first publication if the author cannot be identified or the work was made for hire. Works prepared by employees of the United States Government as part of their official duties are not, however, copyrightable in the United States. Common works of authorship that are subject to copyright include literary works (works expressed in words or numbers), and pictorial or graphic works.
- b. Rights of Copyright Owners. Copyright owners are entitled to control certain uses of their copyrighted work. Common uses covered by copyright include reproduction of the copyrighted work; preparation of derivative works based on the copyrighted work; public distribution of copies of the copyrighted work publicly by sale, or other transfer of ownership or by rental, or lease; and display of the copyrighted work.
- c. Copyright Infringement. As a general rule, unauthorized use of a copyrighted work in a manner which violates any of the exclusive rights of the copyright owner is a copyright infringement, unless the permission of the copyright owner is obtained, or the particular use is subject to one of the exceptions under copyright law. One of the remedies available to the copyright owner for infringement is the recovery of damages. The U.S. Government is not exempt from suit for copyright infringement and is subject to liability for damages.
- d. Copyright Notice. Up to March 1, 1989, publicly distributed copies of published copyrighted works were required to bear a copyright notice consisting of several of the following elements: the letter "c" in a circle, the word "Copyright" or the abbreviation "Copr," an identification of the owner, and, in some instances, the year of first publication. It is a criminal offense to remove or alter any notice of copyright appearing on a copy of a copyrighted work, with fraudulent intent. Although the presence or absence of a copyright notice does not conclusively establish whether or not a work is covered by a valid copyright, its presence does suggest that a prospective user should inquire further before using such work without permission and in a way that might infringe the

copyright owner's rights. Absence of a copyright notice cannot be relied upon as indicative that no copyright exists, unless there is actual knowledge that the work has not been published or that the copyright notice has been omitted without the authority of the copyright owner.

- e. Procedures. In general, privately copyrighted material will not be reproduced without written permission of, or license from the copyright owner unless such use is clearly permitted under the "fair use" doctrine, or the advice of the Agency legal counsel has been obtained that such use is permissible. The fair use doctrine permits, under certain conditions, the limited use of copyrighted material without the owner's consent. Section 107 of Title 17 of the U.S.C. states that the fair use of copyrighted work, including such use by reproduction in copies or phonorecords for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not copyright infringement. In determining whether the use made of a work in any particular case is a fair use, the following factors will be considered:

- (1) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit or educational purposes.
- (2) The nature of the copyrighted work.
- (3) The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- (4) The effect of the use upon the potential market for, or value of the copyrighted work.

- f. The requesting printing, duplicating, and copying facility has the responsibility to ensure the following:

- (1) A copy of the letter granting permission to use copyrighted material is retained in the printing, duplicating, and copying record jackets.
- (2) Copyright notices are as specified by copyright owners and are included and properly located in publications.

- g. Credit Lines. NASA publications may include courtesy credit lines to identify material contributed or loaned by non-Government sources at no expense to the

Government. When all or most of the content comes from a single non-Government source, give credit in an undisplayed preliminary paragraph instead of repeating credits individually. Such credit may be grouped with copyright listings.

412 OBTAINING PRINTING MATERIALS

Items such as tabulating paper and marginally punched continuous forms can be procured through the IPMO under appropriate GPO and GSA contracts.

413 OBTAINING NASA STATIONERY

- a. The design and printing of letterhead stationery and envelopes will be in accordance with the FIRMR, subpart 201-9.103, *Agency Program Stationery Standards*, the *NASA Graphics Standards Manual*, the *NASA Insignia Standards Supplement NP 212*, the *NASA Correspondence Standards*, and this Handbook. NASA Headquarters stationery bearing the words "Office of the Administrator" in place of "Reply to the Attn of" is used for correspondence that is prepared for the signature of officials in the Office of the Administrator.
- b. When a new or revised NASA letterhead design is needed, it will be prepared and disseminated by the NASA Graphics Coordinator.

414 GOVERNMENT PAPER SPECIFICATION STANDARDS

The *Government Paper Specification Standards* published by the JCP applies to all government publications and forms. Copies of applicable paper specification standards are available from the IPMO.

415 DESIGN AND GRAPHIC SERVICES

The functional need for graphics and their cost must be weighed against the nature and importance of the publishing project. The use of graphics complicates the manufacture of a printed product and increases the cost of the product. Therefore, design and graphics must be used in an efficient, cost-effective, and economical manner. Included in design and graphics services are illustrations, design, drafting, photography, mapping, overlays, and any other type of communication art product used or produced wholly or in part for inclusion in a publication. Printed media includes all publications, brochures, posters, maps, lithographs, flyers, or reports. Consultation with the

IPMO, a printing specialist, a graphic specialist, a visual information specialist, or a publication specialist should take place at the earliest possible stage in order to produce a concept of the desired design.

CHAPTER 5: NASA REPORTING REQUIREMENTS

500 QUARTERLY REPORTS

Each IPMO will prepare and forward a quarterly report listing individual over-threshold jobs by title, quantity (pages and copies), date, and locations where trained dedicated operators are in attendance. Over-threshold jobs are those that exceed either 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages on duplicating or copying equipment. This report must be forwarded to the NPMO from the IPMO through the Installation's Institutional Program Officer not later than 21 days after the close of each quarter.

501 REPORTING REQUIREMENTS FOR THE NASA PRINTING, DUPLICATING, AND COPYING SELF ASSESSMENT PROCESS

Each NASA Installation must continually assess its printing management controls to ensure compliance with many external and internal requirements. External requirements are imposed by the Joint Committee on Printing, Congress of the United States and various laws and regulations, FIRMR parts, and FIRMR bulletins, which are referenced below:

List of Laws/Regulations

<u>Title</u>	<u>Topic</u>
Federal Information Resources	41 CFR 201 (Subtitle E)
Federal Manager's Financial Integrity Act (FMFIA)	P.L. 97-255
Federal Property and Administrative Services Act of 1949	40 U.S.C. 471 et seq.
Freedom of Information Act	5 U.S.C. 552
Government Printing and Binding Regulations Issued by the JCP	February 1990, No. 26
Internal Control Systems	OMB Circular A-123
Paper Reduction Act of 1980	44 U.S.C. 3501, et seq.
Privacy Act of 197	45 U.S.C. 552A

Procurement, Maintenance,
Operation, and Utilization
of Automatic Data
Processing Equipment

40 U.S.C 759

Public Printing and
(Authority and 502
for JCP)

44 U.S.C. 103, 501, Documents

Use of Appropriated
Funds for PrintingSection 207

P.L. 102-392,

FIRMR PART

Title

201-4	Definitions And Acronyms
201-6	Predominant Considerations
201-7	Planning
201-9	Creation, Maintenance, and Use of Records

FIRMR Bulletin

Title

B-2	Interagency Reports Management Program
B-3	Standard and Optional Forms Management Program
B-4	Selecting and Using Stationery and Related Forms

Pertinent references can also be found in internal NASA
documents, including the following:

NMI/NHB/IIN

Title

NMI 1020.1	NASA Seal, NASA Insignia, NASA Logotype, NASA Identifiers, NASA Flags, and the Agency's Unified Visual Communications System
NMI 1200.7	NASA's Internal Management Control System
NMI 1240.3	Functional Management
NMI 1382.17	Privacy Act - NASA Regulations
NMI 1383.1	Approval, Production, Distribution, and Management of Audiovisual Products and Services
NMI 1387.1	NASA Exhibits Program
NMI 1392.2	Preparation, Production, and Distribution of NASA Educational, Informational, and Nontechnical Publications
NMI 1410.10	Federal Register - Delegation of Authority and Requirements for Publication of NASA Documents
NMI 1490.1	NASA Printing, Duplicating, and Copying Management Program
NMI 2410.11	Information Resources Management
NHB 1450.10	NASA Correspondence Standards

NHB 2410.1

IIN 93-2

Guide

NASA Information Resources Management
Handbook

Interim Change 2 to NHB 2410.1, NASA IRM
Handbook

NASA IRM Review Guide



Chapter 6: COLLECTION OF NASA DOCUMENTS

600 DOCUMENT COLLECTION POLICY

- a. The NASA Scientific and Technical Information (STI) Program is responsible for managing a database of all aerospace-related scientific and technical documents for the use of the NASA scientific and technical community (see NMI 2220.5). Scientific and technical reports are those which document research results or which provide summaries, overviews, or analyses of programs, projects, or research activities.
- b. To provide for a complete collection in the NASA STI Database, originators of all NASA-sponsored STI publications printed or duplicated by NASA or NASA contractors through the GPO or in-house printing and duplicating facilities will forward two hard copies or an electronic postscript print file (graphics must be included) to the NASA STI Program. The two copies will be forwarded to:

NASA
Center for AeroSpace Information
Document Evaluator
800 Elkridge Landing Road
Linthicum Heights, MD 21090-2934

- c. The IPMO at each Installation is responsible for advising customers of the requirement to submit scientific and technical reports to the STI Program.
- d. Documents, such as operations instruction manuals, maintenance manuals, or control schedules, are not included in the STI Database; and, therefore, it is not required that copies of these types of documents be forwarded to the STI Program.

APPENDIX A

LIST OF ACRONYMS

CASI	Center for AeroSpace Information
CFR	Code of Federal Regulations
FAR	Federal Acquisition Regulation
FIRMR	Federal Information Resources Management Regulation
FMFIA	Federal Manager's Financial Integrity Act
FPMR	Federal Property Management Regulations
GAO	General Auditing Office
GPO	Government Printing Office
GSA	General Services Administration
JCP	Joint Committee on Printing
ICMO	Installation Copying Management Officer
IIRMO	Installation Information Reproduction Management Officer
IINIRM	Information Notice
IPMO	Installation Printing Management Officer
IPO	Institutional Program Office
IRM	Information Resources Management
JCP	Joint Committee on Printing
LED	Light Emitting Diode
NFS	NASA FAR Supplement
NHB	NASA Handbook
NMI	NASA Management Instruction
NPMO	NASA Printing Management Officer
OMB	Office of Management and Budget

P.L. Public Law

QATAP Quality Assurance Through Attributes Program

RPPO Regional Printing Procurement Offices

SF Standard Form

SIIO Senior Installation IRM Official

SPIO Senior Program Office IRM Official

U.S.C. United States Code

APPENDIX B

SAMPLE COVER LETTER FOR SUBMITTING JCP REPORTS

The following format (on Installation letterhead) should be used by the IPMO when submitting JCP forms.

TO: NASA Headquarters
Attn: JTT/NASA Printing Management Officer

FROM: Installation/IPMO

SUBJECT: Annual Information Reproduction Management Reports

In accordance with NHB 1490.5, this memo contains the summary of printing, duplicating, and copying data for the FY __, period October 1 through September 30. The appropriate Joint Committee on Printing forms are enclosed.

1. Total cost of in-house printing reported in JCP Form No. 1. \$ _____
2. Total cost of commercial printing reported in JCP Form No. 2. \$ _____
3. Total cost of printing through GPO. \$ _____
4. Total in-house personnel costs for handling GPO printing (i.e., time required to prepare specifications, forms, and conferring with contractors). \$ _____
5. Total cost of printing (items 1-4). \$ _____
(The next two items pertain only to employee-operated duplicating/copying machines)
6. Total cost of copying not included in JCP Form No. 1. \$ _____
7. Total number of copies on which item 6 is based. \$ _____

Provide additional information or comments, if any.

Submitting Official's name and signature.

Enclosures

APPENDIX C

JCP REPORT FORMS

This appendix contains copies of JCP Report Form Numbers 1, 2, 3, 5, 6, and 7, as well as the "Notice of Completion of Transaction Authorized by the Joint Committee on Printing."



PRINTING PLANT REPORT

JCP FORM NO. 1 (REV. 3-71)

Department headquarters shall submit two copies of this report to the Joint Committee on Printing within 30 days after the close of each of the first three fiscal quarters. The last fiscal quarter report shall be forwarded to the committee in duplicate not later than August 31.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT (STATE, CITY, AND STREET)	JCP AUTHORIZATION NO.	FOR PERIOD ENDED
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PART I.—COST INFORMATION (FOR FISCAL YEAR ONLY)

ITEM	ALL PRINTING, EXCEPT COMPOSITION ¹ (COL. A)	COMPOSITION, ALL TYPES ² (COL. B)	OPERATIONS OTHER THAN PRINTING ³ (COL. C)
Total salaries of all personnel including supervisory directly engaged in the operation of plant (including overtime and annual and sick leave)	Omit cents	Omit cents	Omit cents
Cost of paper, ink, chemicals, negatives, plates, etc., used during report period			
Depreciation of equipment (1% per month of original cost until fully depreciated)			
Amount spent for repairs and maintenance			
Allowance for space occupied (whether Government-owned or rented), utilities, etc. (14.5 cents per month per square foot of total space occupied)			
Amount spent for rental of equipment			
Total cost (Use col. A total from this line to compute cost per 1,000 units)			
Total cost of printing including composition (col. A+col. B)			X X X X X

¹ Include in Column A cost of all offset camera work, negative work, imposition, platemaking, duplicating, presswork, scoring, perforating, numbering, folding, collating, gathering, drilling, punching, stitching, sewing, inserting, tipping, padding, trimming, tying, wrapping, and all other operations necessary to complete printing or binding product.

² Include in Column B cost of all composition produced by plant.
³ Include in Column C cost of all operations not involving printing (Col. A) and composition (Col. B). Costs to be included in Column C will include, but not be restricted to, addressing, distribution, camera work (other than lithographic), photographing, etching, B/W, etc.

PART II.—PRODUCTION INFORMATION

	PRESSWORK	UNITS PER PRESS IMPRESSION (COL. D)	NUMBER OF PRESSES IN EACH CATEGORY REPORTED (COL. E)	NUMBER OF STENCILS, MASTERS, PLATES, OR FORMS (COL. F)	TOTAL UNITS PRODUCED, EXCLUDING OVERRUNS (COL. G)
OFFSET Include micrograph and spirit	11" x 17" or less (maximum image 10 1/2" x 14")	1			
	11" x 17" or less, tandem (maximum image 10 1/2" x 14")	2			
	11" x 17" (image larger than 10 1/2" x 14")	2			
	14" x 20", and 15" x 18"	2			
	11" x 17" tandem (image larger than 10 1/2" x 14")	4			
	17" x 22" and 19" x 25"	4			
	22" x 29"	6			
	22" x 34"	8			
	23" x 36"	8			
	23" x 36" perfecting	16			
	34" x 44"	16			
	Other (specify)				
LETTER-PRESS	Total units produced by offset this fiscal quarter	X X X	X X X X X	X X X X X	
	Under 10 1/2" x 16"	1			
	Other (specify)				
	Total units produced by letterpress this fiscal quarter	X X X	X X X X X	X X X X X	
	Total units produced in plant this fiscal quarter	X X X	X X X X X	X X X X X	

NOTE: Complete this block only on last fiscal quarter report.

Total units produced in plant this fiscal year

X X X X X X X X X X X

Cost per 1,000 units (total cost of printing, excluding composition, part I, col. A, divided by total production units produced in the plant. Drop last 3 digits of col. G when computing cost per 1,000 units.)

\$

PREPARED BY (Person in charge of plant)

DATE SUBMITTED

PART III—LIST OF REPORTABLE JOBS RUN DURING THE PERIOD*

*Report only those jobs which exceed the quantity of production units, by press production unit size, as shown below:

Press Production Unit Size	Production Units
Less than 4 units.....	25,000
4 units.....	60,000
6 units.....	90,000
8 units.....	120,000
16 units.....	240,000
Over 16 units.....	No listing required

Unit Size**	Unit Size**
11" x 17" or less (maximum image 10 1/4" x 14 1/4") 1	22" x 29"..... 6
11" x 17" or less, tandem (maximum image 10 1/4" x 14 1/4") 2	22" x 34"..... 8
10 1/4" x 14 1/4"..... 2	23" x 36"..... 8
11" x 17" (image larger than 10 1/4" x 14 1/4")..... 2	25" x 38"..... 10
14" x 20"..... 2	23" x 36"..... 10
15" x 18"..... 2	perfecting..... 16
11" x 17" tandem (image larger than 10 1/4" x 14 1/4") 4	34" x 44"..... 16
17" x 22"..... 4	45" x 48"..... 24
18" x 25"..... 4	42" x 58"..... 25
	48" x 64"..... 30

TITLE OF PUBLICATION OR FORM (1)	NUMBER OF PAGES IN PUBLICATION OR FORM (2)	NUMBER OF COPIES REQUIRED OF EACH PAGE IN COLUMN 2 (3)	FINISHED PRINTED PAGE SIZE (4)	UNIT SIZE OF PRESS ON WHICH PRODUCED** (5)	PRESS RUN REQUIRED TO COMPLETE JOB EXCLUSIVE OF OVER RUNS, SPOILAGE, ETC. (6)	TOTAL PRODUCTION UNITS—COLUMN (5) MULTIPLIED BY COLUMN (6) (7)	PROCESS M—Mimeo O—Offset L—Letterpress S—Spirit (8)
SAMPLE							
TOTAL							XXXX

JCP FORM NO. 2 (Rev. 8-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

U.S. GOVERNMENT PRINTING OFFICE : 1971 O-69-570

JCP FORM NO. 3 (3/63)

DEPARTMENT OR AGENCY

NAME AND LOCATION OF INSTALLATION (State, City, Street, Building, and Room No.)

NUMBER OF DUPLICATORS IN EACH
CATEGORY REPORTED

NUMBER OF STENCILS,
MASTERS, PLATES

**TOTAL UNITS
PRODUCED**

Stencil duplicators

Spirit duplicators

Offset duplicators

Total units produced

NUMBER OF DUPLICATORS
IN EACH CATEGORY

NUMBER OF STENCILS,
MASTERS, PLATES

**TOTAL UNITS
ANTICIPATED**

Stencil duplicators

Spirit duplicators

Offset duplications

Total projected production

List below all equipment (see par. 9, cols. 1, 2, and 3, of current Government Printing and Binding Regulations) now in installation.

DESCRIPTION

Group and identify by type of machinery in the following order:
Composing, platemaking, duplicators, binding, and related equipment.

AGE

CONDITION

SERIAL NO.

SIZE

MODEL

ESTIMATED VALUE

1

SIGNATURE

OFFICIAL TITLE

DATE SUBMITTED

*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable.

(OVER)

JOBS PRODUCED DURING MOST RECENT 90-DAY PERIOD

CATEGORY OF JOBS TO BE COLLATED BY NUMBER OF SHEETS IN A SET	NUMBER OF JOBS IN THESE CATEGORIES				TOTAL NUMBER OF SHEETS IN CATEGORY	TOTAL NUMBER OF PAGES IN CATEGORY
	UP TO 50 COPIES	51 TO 100 COPIES	101 TO 250 COPIES	OVER 250 COPIES		
UP TO 8 SHEETS						
9 TO 12 SHEETS						
13 TO 24 SHEETS						
OVER 24 SHEETS						

JCP FORM NO. 3 (3/63) (BACK)

50878-6 U.S. GOVERNMENT PRINTING OFFICE

JCP FORM NO. 5 (Rev. 5-65)

THIS FORM IS FOR THE USE OF ALL AUTHORIZED PRINTING PLANTS

*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable.

JCP FORM NO. 6 (Rev. 5-65)

NAME OF DEPARTMENT OR AGENCY

NAME AND LOCATION OF PLACE WHEREIN
EQUIPMENT IS STORED

FOR PERIOD ENDED

Group and identify by type of machinery in the following order:
Composing, platemaking, printing presses, binding, and related equipment.

AGE

**CONDI-
TION***

SERIALS NO.

SIZE

MODEL

SIGNATURE

TITLE

DATE SUBMITTED

*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable.

16-76693-1

U.S. GOVERNMENT PRINTING OFFICE

EXCESS EQUIPMENT DISPOSAL REPORT

JCP FORM NO. 7 (Rev. 12-72)

Department headquarters shall submit one copy of this form to the Joint Committee on Printing within 30 days after completion of disposal action. Equipment shall be reported on this form in accordance with procedures contained in paragraph 10, JCP Regulations.

NAME OF DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT OR INSTALLATION WHERE EQUIPMENT WAS USED OR STORED	JCP AUTHORIZATION NO., IF PLANT
------------------------------	---	---------------------------------

DESCRIPTION Group and identify by type of machinery in the following order: Composing, platemaking, printing presses, binding, and related equipment.	AGE	CONDI- TION*	SERIAL NO.	SIZE	MODEL	ESTIMATED VALUE
SAMPLE						

SIGNATURE (Designated Official)	TITLE	DATE SUBMITTED
---------------------------------	-------	----------------

*Condition: N-New, E-Excellent, G-Good, F-Fair, P-Poor, U-Unsatisfactory.

16-76003-4 U.S. GOVERNMENT PRINTING OFFICE

NOTICE OF COMPLETION OF TRANSACTION AUTHORIZED BY
THE JOINT COMMITTEE ON PRINTING

Date

Chairman, Joint Committee on Printing
U.S. Senate Post Office
Washington, D.C. 20510

Dear Sir:

As required by Government Printing and Binding Regulations of the
Joint Committee on Printing, you are advised of completion of transaction
as follows:

Department or Agency:

Name and location of authorized printing plant or installation concerned:

Action: Purchase (); Transfer (); Rental (); Trade-in ().

By J. C. P. letter of authorization No. _____, Dated _____

Date transaction completed: _____

If purchase action:

Item of Equipment

Actual Pur-
chase Price

Serial
Number

_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If rental action:

Item of Equipment

Monthly
Rental cost

Serial
Number

_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remarks:

Signature:

ORIGINAL—To be forwarded to Joint Committee on Printing.

GPO : 1987 - 73-993

NO TRANSMITTAL LETTER IS NECESSARY WITH THIS NOTICE

APENDIX D

NASA Form 868, "Request for Printing and Related Equipment"



Request for Printing and Related Equipment

TO: National Aeronautics and Space Administration, Washington, DC 20546, Attn.: NTR

ROUGH:

FROM:

I - EQUIPMENT AND PRODUCTION DATA

1. NO. OF PRINTS		2. TYPE OF EQUIPMENT REQUESTED		3. MANUFACTURER	
4. MODEL NO.		5. SIZE		6. RATED HOURLY CAPACITY	
7. PURCHASE PRICE (Per unit)					
8. EQUIPMENT TO BE USED (Check and complete)					
a. TYPE OF FACILITY			b. LOCATION AT (Office or Installation)		
☐ (1) FIELD PRINTING PLANT ☐ (2) DUPLICATING UNIT ☐ (3) OTHER					
9. PREVIOUS SOURCE OF PRODUCTION SERVICE			10. GOVERNMENT OR COMMERCIAL SOURCES IN SAME OR ADJACENT AREA		
11. REASON(S) WHY SERVICES CANNOT BE OBTAINED FROM SOURCES LISTED ABOVE					
12. ESTIMATED MONTHLY PRODUCTION OF REQUESTED ITEM					
a. HOURS IN USE	b. NO. OF JOBS	c. NO. OF MASTERS/RUNS	d. NO. OF IMPRESSIONS/SHEETS PROCESSED	e. NO. OF PRODUCTION UNITS	f. OTHER APPLICABLE PRODUCTION (Plates, etc.)

II - MATERIAL TO BE PROCESSED MONTHLY (Use additional sheet if necessary)

ITEM NO.	TYPE OR DESCRIPTION	NO. OF JOBS b.	PAGE (or mm) SIZE c.	AVERAGE PAGES PER COPY d.	AVERAGE NO. OF COPIES e.	PERCENT OF TOTAL VOLUME f.	URGENCY (Time allowed) g.	SECURITY ASPECT h.
	S A							

III - MONTHLY OPERATION COST AND OTHER REQUIREMENTS

1. LABOR -----	\$	5. MAN-HOURS PER MONTH (Estimated)
2. PAPER AND SUPPLIES -----		
3. RENTAL OR DEPRECIATION -----		
4. TOTAL OPERATION COST	\$	6. NO. OF ADDITIONAL EMPLOYEES REQUIRED

